



FORSYTH COUNTY

Personnel Services Department
110 East Main Street, Suite 230
Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
Bell-Forsyth Circuit Court Administrator**

Forsyth County Superior Court

An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits

SALARY

\$71,208.83 - \$104,718.86 Annually

OPENING DATE: 05/10/13

CLOSING DATE: 06/10/13 11:59 PM

JOB SUMMARY

The Circuit Court Administrator will plan, organize, direct, monitor and perform court administrative activities of courts within the Bell-Forsyth Judicial Circuit to include the Superior Court, State Court, Juvenile Court and Magistrate Court. The Circuit Court Administrator shall be responsible for administration, planning and research, personnel management and training, budgeting, fiscal control and analysis, case flow and facilities, juvenile justice coordination, and other administrative functions. This is an appointed position.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree; and at least three (3) years of experience in public administration or judicial administration.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/forsyth/default.cfm>

OR

110 East Main Street
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Job #0904-001

BELL-FORSYTH CIRCUIT COURT ADMINISTRATOR

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